

SECRET

IMSS

Office of Logistics

Staff

Meeting

n o t e s

Listed below are the topics that were discussed at the D/L staff meeting on 29 April 1987. While they do not represent the totality of our discussions, they do represent the highlights. Your division or staff chief can provide you with additional details on those topics in which you are interested.

4 May 1987

1. In a memorandum from Robert M. Gates, Acting Director of Central Intelligence, dated 23 April 1987, Agency employees are again reminded that any records regarding the Iran-Contra investigation, regardless of their form, may not be destroyed.

2. The following senior OL personnel assignments have been made:

[redacted] Deputy Chief, Real Estate and Construction Division, effective 1 March 1987.

[redacted] - Chief, Logistics, Office of Sigint Operations/SCS, effective 26 March 1987.

[redacted] - Deputy Chief, Procurement Division, effective 6 April 1987.

[redacted] - Chief, Logistics, Office of Technical Service, effective 6 April 1987.

[redacted] - Chief, Logistics, Support Staff/SAS, effective 13 April 1987.

[redacted] - Chief, Support Staff/SAS, effective 4 May 1987.

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OL Staff Notes - 28 April 1987

25X1

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5. [] has finished painting the jogging track walls in the Headquarters basement. The Office of Medical Services presented checks to the three design winners on 20 April. []

25X1

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6. During this reporting period, OL personnel received, processed paperwork for, and delivered 2,083 pieces of materiel at Headquarters. Additionally, 17 skids of classified materiel were received for the Pouch Room, Information Management Staff. This represents a 74-percent increase over the weekly average of 1,922 pieces and 21 skids. []

25X1

7. On 22 April, OL personnel met with FBIS Transportation Committee members concerning the residence locator map of the Washington area with intention of forming vanpools/carpools in preparation for the FBIS move []

Attachments:

- A. One Individual Can Make a Difference
- B. Item of Interest from OL/B&F
- C. Civil Demonstration Report
- D. Item of Interest OL Midcareer Course

Working Group on 18 March. Transportation arrangements were overlooked in planning for a reception at CIA Headquarters and personnel in the Motor Pool. [] was extremely helpful in arranging transportation for the delegates and [] stated that the driver assigned, [] was very courteous to the guests were grateful for this courtesy. []

[] Motor Pool, was recognized in a memorandum from [] received on 29 April 1987, for assisting a group of trainees during the period from 3 to 6 April. [] stated that [] provided excellent support was courteous, punctual, and very accommodating to the group of trainees. He was of great help to the escort officer who had the responsibility for the entourage. In a separate memorandum from [] received on 29 April 1987, [] Motor Pool, was recognized for assisting a group of trainees during the period from 21 to 23 March. [] stated that [] provided excellent support to these trainees []

[] Motor Pool, was recognized in a memorandum from [], dated 27 March 1987, for his assistance during the visit of some []

ATTACHMENT A

***** ONE INDIVIDUAL CAN MAKE A DIFFERENCE *****

The Director of Logistics commends the following individuals who, by their outstanding performance of duty, have received acknowledgment from OL customers:

25X1 [redacted] of Procurement Division was recognized in a
 25X1 letter of appreciation, from [redacted]
 25X1 [redacted] dated 16 April 1987, for his support provided
 25X1 during FY 1986 and 1987. [redacted] stated that
 25X1 [redacted] handled the contracting activities for four primary
 contracts providing expertise and technical support to the
 Community. His knowledge of contracting procedures, coupled
 with his willingness to "get the job done" in a timely and
 efficient manner, has contributed to the excellent rapport he
 25X1 has established with the Intelligence Community Staff. [redacted]

25X1 [redacted] Chief, Facilities Management Division, was
 recognized in a letter of appreciation, from James Alexander,
 Symposium Director, dated 20 April 1987, for his support in
 providing shuttle bus service and reserving a section of the
 parking lot for the SDI symposium held in February. (U)

25X1 [redacted] of Facilities Management Division, the painters
 25X1 from Allied, and the carpet installers were recognized in a
 memorandum from [redacted] Chief Polygraph
 Division, OS, received on 27 April 1987, for the outstanding
 logistical support given to OS during the Headquarters
 renovation project. All work was performed as scheduled in a
 25X1 highly professional manner. [redacted]

25X1 [redacted] of
 Printing and Photography Division were commended in a letter of
 appreciation, dated 20 April 1987, from Edward J. Maloney,
 Director of Information Technology, for their input into the
 publication of the OIT Annual Report for 1986. Mr. Maloney
 stated that has received considerable praise from the
 recipients of the report concerning the superb quality of its
 25X1 appearance. [redacted] were
 also commended for the vu-graphs designed and produced.
 Mr. Maloney stated that these three individuals showed
 creativity and flexibility in meeting a complex and ambitious
 25X1 requirement. [redacted]

25X1 [redacted] of the OSO Contracts Team was commended in a
 25X1 letter of appreciation, dated 15 April 1987, from [redacted]
 25X1 [redacted], for his help in
 25X1 security matters. [redacted] stated that Ray was an asset and
 25X1 appreciated the assistance he has provided [redacted]
 25X1 [redacted]

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25X1 [] Deputy Chief, Mail and Courier Section
(M&CS), FMD, and the Mail and Courier Section were recognized
in a letter of appreciation, received 27 April 1987, from
Hugh E. Price, Director of Personnel, for the excellent support
provided to the Central Travel Service (CTS) during the period
6 April through 16 April 1987. During that time CTS was
without couriers and M&CS willingly provided CTS services and
deliveries at various locations. Mr. Price stated that this
25X1 instance merely reflects the high level of OL support. []

25X1 [] an OL Flying Squad member, was recognized
in a cable from the field, dated 18 April 1987, for his
invaluable logistical support to the field during his TDY. (C)

25X1

25X1 [] of the Building Services Branch, FMD,
25X1 was recognized in a memorandum from [] Supervisor,
25X1 [] Computer Center [], dated 1 April 1987, for all the
25X1 logistical services he provided. [] stated that
25X1 [] assisted with many shipments of equipment and
25X1 material into the RCC and did so willingly. []
25X1

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Attachment C

HEADQUARTERS DEMONSTRATION REPORT

During the recent civil demonstration at Headquarters Building, OL demonstrated that our "can do" attitude is not just a catchy cliché. OL unselfishly spent long hours before, during and after the actual demonstration, ensuring critical support functions continued for Agency people and operations. Although our efforts remained largely behind the scenes, appreciation has been forthcoming from all areas of the Agency. Here are just some of the examples of what OL did:

On 25 April, Logistics Operations Center delivered two forklifts to the Headquarters compound for possible use during the demonstrations at the Headquarters entrance on 27 April. In addition, a contract was processed for closed-circuit television cameras, monitors and related cabling for the Headquarters Command Center. (U)

Facilities Management Division (FMD) placed major emphasis on the preparations for the demonstrators expected on 27 April. A large contingent of FMD employees worked throughout the weekend, and the Logistics Emergency Center was manned from 0800 Saturday, 25 April through 1700 hours on 27 April.

OL's Motor Pool Branch provided around-the-clock service through the weekend.

STAT The Headquarter's cafeteria manager, [redacted] was called upon to provide coffee and donuts at 0330 hours for approximately 400 people and breakfast by 0415 for 700 people. In spite of the fact that she had less than one-half of her normal workforce and that she and two others had been cooking since 2300 hours 26 April, she was able to provide breakfast for the Agency employees beginning at 0600 vice 0700 hours and although having to close one cafeteria down, she was able to provide lunch for all of the Agency employees on duty. In addition, at approximately 1530 hours she was asked to provide 70 box lunches for the evening meal to support the security forces who were still at their post. In the midst of all of this, the breadman did not make his delivery and OL personnel were called upon to go out and buy bread at the local Giant to see [redacted] through the day. This truly represents a herculean effort on the part of [redacted] and the GSI personnel.

STAT
STAT

Allied Maintenance maintained a critical work force in the building to assist the Agency. Allied personnel strung all of the television and electronic cables from the 123 Gate, the Parkway Gate, construction gate and Turkey Run gate to a central control point in the Security Duty Office. This effort was critical to Security's ability to monitor the activities at the various gates. They also assisted in the repair of the fences, the rental and placement of lights and a host of other actions.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

On 27 April 1987, the New Headquarters Building construction site was opened at 0500 hours to allow workmen onto the site before demonstrators were assembled. By 0645 hours, 320 construction workers were processed through the construction gate. (Approximately 500 workers enter on a normal day.) At that time, the gate was closed due to demonstrators (approximately 200) massed in the area. The crowd dissipated during mid-morning and the gate was re-opened at 1030 hours. At that time, several trucks caught in the traffic tie-up made it to the gate and were processed in. The Bid Package 4 contractor (doing work at the George Washington Memorial Parkway and Rt. 123 Visitor Control Center) elected not to work on 27 April and will work 10-hour days for the rest of the week to make up for lost time.

We can all be proud of OL's performance during this tense period. However, OL is nothing without the continuing dedication of its employees. Often we feel unappreciated and don't see the immediate results of our efforts. But, our collective performance, this past, is a highly visible example of what WE "can do."

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ITEM OF INTEREST

OL MIDCAREER COURSE

25X1 A. The Office of Logistics Midcareer Course was originally developed and designed for wage grade and technical employees. The objectives were to provide an opportunity for participants to receive updates on all OL activities, to encourage a dialogue and exchange of information between participants and OL managers, to foster team work, and finally to instill a greater appreciation for the worldwide support mission of Logistics. The (8-day) course is composed of 14 participants who spend one week [] for briefings and exercises and the final three days in the Headquarters area for tours and additional presentations.

B. A summary agenda consists of:

- . Meeting with DDA.
- . Presentations and discussions with D/L, DD/L, and EO/OL.
- . OL/P&TS and Office of Personnel Presentation
- . Briefings by all OL/Division Chiefs.
- . History of OL.
- . Stress Management Session.
- . Tours of [] P&PD, New Headquarters Building, and []
- . Meetings with Senior Supply personnel and Supply Focal Point Officers.

25X1 C. The midcareer Course has now been expanded to include not only the wage grade and craft employees of the [] FMD, and P&PD, but also representatives from all divisions and staffs of Logistics. The length of the course and number of participants will remain the same, however, the composition will now include all facets of Logistics activities.

25X1	D. Course #1	April, 1986	[]	Coordinator
25X1	Course #2	September, 1986	[]	Coordinator
	Course #3	March, 1987	[]	Coordinator

25X1 E. Attachment: Group photo for Course #3 and reception for Midcareer participants.

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